

Non-Federal Calculator

2017-18 School Year Paid Lunch Equity (PLE) Tool Step by Step Instructions

Use these instructions if you plan on using non-Federal sources to meet the weighted average price requirement.

Important – Save the final 2017-18 PLE Tool Excel file to your computer. You will be required to upload this Excel file when you submit your Child Nutrition Online Contract. Be sure you and the person that completes the online contract have access to this file.

*The weighted average price for School Year (SY) 2017-2018 is **\$2.86**.*

You will need the following information to calculate the Weighted Average Price for SY 2017-18:

- SY 2016-17 Unrounded Price Requirement from 2016-17 PLE Tool, *Report Tab (Section 1A)*
- All paid lunch prices for October 2016
- Number of paid lunches served associated with each paid lunch price in October 2016
- Total number of paid lunches served in SY 2015-16
- The total dollar amount of non-federal source funds contributed for SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, and SY 2016-17

If you did not run the PLE Tool for SY 2016-17, you will need:

- All paid lunch prices for October 2010 and October 2016
- Number of paid lunches served associated with each paid lunch price in October 2010 and October 2016

The 2017-18 Paid Lunch Equity (PLE) Tool is found at

<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>

After opening the PLE Tool, save the Excel file to your computer.

Start on the *Annual Unrounded Requirement Finder* tab.

School Year (SY) 2017-18 Paid Lunch Equity (PLE) Tool Instructions
Note: Users may want to print the instructions and use them to guide users through the PLE Tool.

The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE Tool are the weighted average of all student paid lunch prices charged in the SFA.

TIPS:

- 1) Have last year's PLE Tool available for reference
- 2) Were credits carried over from last year?
- 3) Is the current weighted average paid lunch price above the requirement?
- 4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirements need to be completed

5) The \$.10 cap does not mean that every SFA will raise the weighted average paid lunch price or contribute the equivalent in non-Federal funds. Depending on where the SFA is at in regards to meeting the PLE requirement, they may need to contribute less than \$.10 or may choose to contribute more than \$.10.

For more information on amounts carried over please refer to SP 39-2011

This version of the PLE Tool is only applicable to SY 2017-2018. A new version of the PLE Tool will be issued for SY 2018-2019

The SY 2017-18 PLE Tool consists of 8 tabs:
Hyperlinks are also placed throughout the tool to navigate to the different tabs. Only the tabs for the method selected to meet the PLE requirement have to be filled out.

Tab 1: Instructions
Tab 2: [Annual Unrounded Requirement Finder](#)
Tab 3: [SY 2017-18 Price Calculator](#)
Tab 4: [SY 2017-18 Non-Federal Calculator](#)
Tab 5: [SY 2017-18 Split Calculator](#)
Tab 6: [SY 2017-18 REPORT](#)
Tab 7: [SY 16-17 Price Calculator](#)
Tab 8: [SY 10-11 Price Calculator](#)

Instructions Unrounded Requirement Finder SY 17-18 Price Calculator SY 17

Start by clicking "Annual Unrounded Requirement Finder"

Annual Unrounded Requirement Finder Tab.

Enter SFA Name at the top of the page.

SFA NAME:	
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Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement

Enter in the SY 2016-17 Unrounded Price Requirement in the peach box under Step 1. Refer to your SFA’s SY 2016-2017 PLE Tool under the Report Tab (Section 1A).

[Go to instructions](#)

SFA NAME:	
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SY2016-2017 Weighted Average Pricing Report
This report assists in tracking the pricing requirements and amounts carried forward for SY 2016-2017. Information on this report is used to determine the SY 2016-2017 weighted average price requirements.
Please print and keep in records.
NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2016-2017 Weighted Average Paid Price Requirements

A. SY 2016-17 Weighted Average Price Requirement**: <small>* This price will be entered into the SY 2017-2018 tool to determine the SY2017-2018 weighted average price requirements</small>	\$2.59
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.55

Section 2: Amounts Carried Forward to SY 2017-2018



SFA NAME:	New School ABC
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Step 1

Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)</i>	Requirement price to the nearest cent
<div>\$ 2.59</div>	<div>\$ 2.71</div>
<small>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</small>	

Complete if you do NOT know your SY 2016-2017 Unrounded Price Requirement
Annual Unrounded Requirement Finder
Enter the SY 2010-11 Weighted Average Price below
** The weighted average price for SY 2010-11 is the weighted average of all paid

Instructions

Unrounded Requirement Finder

SY 17-18 Price Calculator

SY 1

*If you do not know your SY 2016-17 Unrounded Price Requirement, **skip to page 10 in these instructions.***

If the SY 2016-17 Unrounded Price Requirement is at or above the Paid Lunch Equity Price of \$2.86 for SY 2017-18, you will receive a notice in green. Proceed to the *Report* Tab. If you are at or above equity, go to page 13 of these instructions for further guidance on completing the *Report* Tab.

SFA NAME:	New School ABC
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Step 1	
Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
This can be found in Section 1: Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2)	Requirement price to the nearest cent
\$ 2.86	At or Above Equity
Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)	

Proceed to Report Tab

Go to page 13 of these instructions.

Otherwise, once you have entered your SY 2016-17 Unrounded Price Requirement, select the *Click here to go to SY 2017-18 Non-Federal Source Calculator* link further down on the same page.

SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2015-2016 Requirement price to the nearest cent	Price 2: SY 2016-2017 Requirement price to the nearest cent
	\$ -	\$ -
If you do not know your SY2010-2011 Weighted Average Price CLICK HERE		
<small>Note: The SY 2016-17 requirement is based on price increase requirements from SY 2011-12 through SY 2015-16.</small>		

Use the links below to go to the next step:

Click here to go to SY 2017-18 Price Calculator
Click here to go to SY 2017-18 Non-Federal Source Calculator
Click here to go to SY 2017-18 Split Calculator
Go to Instructions

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool.

[Instructions](#)
[Unrounded Requirement Finder](#)
[SY 17-18 Price Calculator](#)
[SY](#)

SY 2017-18 Price Calculator Tab

Enter SFA Name at the top of the page.
Be sure to complete Step 1 before proceeding or the PLE tool will not calculate correctly.

SFA NAME:

SY 2017-18 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement

Requirement price to theOptional price ROUNDED

You will need to enter your current 2016-17 weighted average paid lunch price. To determine this price, click on the hyperlink *Click here to determine SY 2016-2017 weighted average price.*

SY 2017-18 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.71	\$ 2.70
<small>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</small>	

Current Weighted Average Paid Price

Enter in the current weighted average paid lunch price.
Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, SY 2015-16, or SY 2016-17 enter the SY2010-11 weighted average price. Otherwise, click the link below.

[Click here to determine SY2016-2017 weighted average price](#)

Non-Federal Source Contribution Calculator for SY 2017-18

Enter the total paid lunch count (for all prices).
** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below

SY 17-18 Price Calculator

SY 17-18 NonFederal Calculator

SY 17-18 Split Calculator

SY 2016-17 Price Calculator Tab

Enter SFA Name at the top of the page.

Enter in the October 2016 number of paid lunches claimed and the corresponding prices charged.

Note: Non-reimbursable meals should not be entered (e.g., adult meals, a la carte purchases).

SFA NAME:

SY 2016-2017 Weighted Average Price Calculator

Enter current prices and number of lunches sold at each price using
October 2016 data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

is the SY2016-17 Weighted Average Price

Enter this price in Step 1 in unrounded requirem

[Click to go back to SY 17-18 Non-Federal Calculator](#)

[Go to instructions](#)

The SY 2016-17 Weighted Average Price will show in this box.

After you have calculated the SY 2016-17 Weighted Average Price, click on the hyperlink *Click to go back to SY 17-18 Non-Federal Calculator* and manually enter this amount in the *Current Weighted Average Paid Price* box.

Return to the SY 2017-18 Price Calculator Tab

Enter the 2016-2017 Weighted Average Price in the peach *Current Weighted Average Paid Price* box.

Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)

Current Weighted Average Paid Price

Enter in the current weighted average paid lunch price.
Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, SY 2015-16, or SY 2016-17 enter the SY2010-11 weighted average price. Otherwise, click the link below.

\$2.71

[Click here to determine SY2016-2017 weighted average price](#)

Non-Federal Source Contribution Calculator for SY 2017-18

Enter the total paid lunch count (for all prices).
** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below

Enter annual # of Paid Lunches for SY2015-16**	TOTAL Price Increase for SY 2017-18	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
10,234	\$0.09	\$921.06

Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.

L7-18 Price Calculator

SY 17-18 NonFederal Calculator

SY 17-18 Split Calculator ...

Enter in the total number of paid student lunches served in SY 2015-16 in the *Enter annual # of Paid Lunches for SY 2015-16* box.

Enter in the total amount of non-federal source contributions from the SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16 and SY 2016-17 in the box labeled *Enter total amount of Non-Federal Source Funds Contributed*. If there were no non-Federal fund contributions for those school years, enter in 0. Your required non-federal funds contribution for SY 2017-18 will appear in the *Annual Non-Federal Source Contribution Requirement for SY 2017-18* box.

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices).		
** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY2015-16**	TOTAL Price Increase for SY 2017-18	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
10,234	\$ 0.09	\$ 921.06
Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
\$ 300.00	\$ 621.06
Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.09	\$ 621.06

Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19
\$ -

This example SFA must contribute \$621.06 for the SY 2016-17 if they do not want to raise their paid lunch price(s).

This example shows that this SFA has already contributed \$300.00 of non-federal funds in the past.

The two green boxes (*Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19* and *Remaining Credit carried forward to SY 2018-19*) may show a shortfall or credit that will be carried forward into the following school year. As long as the 2017-18 contribution requirement is met, the SFA is in compliance with Paid Lunch Equity.

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
\$ 300.00	\$ 621.06

Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.09	\$ 621.06

Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19
\$ -

Remaining Credit carried forward to SY 2018-19
\$ -

[Go to SY 2017-2018 REPORT](#)

allow the user to only enter the annual number of paid lunches and the amount of non-Federal f any other parts of the tool are modified, the user runs the risk of calculating an incorrect an hould not modify the tool's current functionality.

Calculator

SY 17-18 NonFederal Calculator

SY 17-18 Split Calculator ...

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Click on *Go to SY 2017-2018 REPORT*.

SY 2017-18 Report Tab

Enter SFA Name at the top of the page.

SFA NAME:	New School ABC

Since you have decided to contribute non-Federal funds in lieu of a price increase, you will need to click the drop down box arrow and select *Contribute Non-Federal sources for SY 2017-2018*.

Section 2: Amounts Carried Forward to SY 2018-2019

Select the SY 2017-2018 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2017-2018 average weighted price

Contribute Non-Federal sources for SY2017-2018

Both

At or above equity

Exemption Granted

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2018-19:

In the blue box titled *Enter the amount of Non-Federal Source contribution for SY 2016-17* under the heading of *Non-Federal Source Contribution*, enter the amount of non-Federal funds that will be contributed to the non-profit school food service account for SY 2017-18. Provide a brief description of where these non-Federal funds are from (e.g., Fund 10/General Fund, etc.) in the *Enter Source of Non-Federal Funds Contributed* box.

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19:

D. Remaining Credit carried forward to SY 2018-19:

Enter the amount of Non-Federal Source contributions for SY 2017-18:

Enter Sources of Non-Federal Funds Contributed:

Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request this information from you before your annual online contract is approved or during an Administrative Review, as part of the required five year record retention regulation.

(Continued from top of page 3)

If you do not know your SY 2016-2017 Unrounded Price Requirement or if you have never completed the Paid Lunch Equity Tool, click on the *If you do not know your SY 2010-2011 Weighted Average Price* [CLICK HERE](#).

SFA NAME:New School ABC

Step 1

Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement
<i>This is can be found in Section 1, Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2.)</i>	Requirement price to the nearest cent
	\$ -
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

Complete if you do NOT know your SY 2016-2017 Unrounded Price Requirement

Annual Unrounded Requirement Finder

Enter the SY 2010-11 Weighted Average Price below

** The weighted average price for SY 2010-11 is the weighted average of all paid

SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2015-2016 Requirement price to the nearest cent	Price 2: SY 2016-2017 Requirement price to the nearest cent
	\$ -	\$ -

If you do not know your SY2010-2011 Weighted Average Price.
[CLICK HERE](#)

InstructionsUnrounded Requirement FinderSY 1

SY 2010-11 Price Calculator Tab

Enter SFA Name at the top of the page.

Enter the October 2010 number of paid lunches served and claimed and the corresponding price charged.

SFA NAME:

SY 2010-2011 Weighted Average Price Calculator			
Enter current prices and number of lunches sold at each price using October 2010 data.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
		\$ -	

- is the SY2010-2011 weighted average price
Enter this price in the Unrounded Requirement F

[Click to go back to Unrounded Requirement Finder](#)

[Go to Instructions](#)

This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are changed, it may result in an incorrect new average price. Users should not modify the tool's current functionality.

...SY 2017-2018 REPORTSY 16-17 Price CalculatorSY 10-11 Price Calculator+⋮◀

The SY 2010-11 Weighted Average Price will show in this box.

After you have calculated the SY 2010-2011 Weighted Average Price, then go back and manually enter this amount in the SY 2010-11 Weighted Average Price box in the Unrounded Requirement Finder.

Return to Unrounded Requirement Finder Tab

Enter in your *SY 2010-11 Weighted Average Price* in the peach *SY 2010-11 Weighted Average Price* box. Then, enter *Price 2* in the Step 1 *Enter the SY 2016-17 Unrounded Price Requirement* box.

Note: If you do not enter Price 2 in Step 1, the PLE Tool will not calculate correctly. Please verify Step 1 is complete before continuing.

Enter the SY 2016-17 Unrounded Price Requirement in the box below	SY 2017-18 Weighted Average Price Requirement	
<i>This is can be found in Section 1, Box A of the SY 2016-2017 REPORT from the SY 2016-17 tool or you may find it below (Price 2.)</i>	Requirement price to the nearest cent	
\$ 2.65	\$ 2.77	
<small>Note: Above prices were based on adjusting SY 2016-2017 price requirements by the 2% rate increase plus the Consumer Price Index (2.64%).</small>		

Complete if you do NOT know your SY 2016-2017 Unrounded Price Requirement		
Annual Unrounded Requirement Finder		
Enter the SY 2010-11 Weighted Average Price below		
<small>** The weighted average price for SY 2010-11 is the weighted average of all paid</small>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2015-2016 Requirement price to the nearest cent	Price 2: SY 2016-2017 Requirement price to the nearest cent
\$ 2.35	\$ 2.52	\$ 2.65
If you do not know your SY 2010-2011 Weighted Average Price, CLICK HERE		
<small>Note: The SY 2016-17 requirement is based on price increase requirements from SY 2015-16 through SY 2015-16.</small>		

Use the links below to go to the next step:

Click here to go to SY 2017-18 Price Calculator
Click here to go to SY 2017-18 Non-Federal Source Calculator
Click here to go to SY 2017-18 Non-Federal Source Calculator

Instructions **Unrounded Requirement Finder** SY :

After entering the SY 2010-11 weighted average price in the orange box, the tool will automatically calculate Price 1 and Price 2. You must manually enter Price 2 in the orange box in Step 1.

Once the prices have been calculated in the Step 1 box, select the *Click Here to go to the SY 2017-18 Non-Federal Contribution Calculator* link and then go to page 4 of the instructions.

Go to page 4 of these instructions.

(Continued from page 3 for SFAs “At or Above Equity”)

Enter SFA Name at the top of the page.

SFA NAME:	New School ABC

From the drop down box, select at *At or Above Equity*.

SY2017-2018 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2017-2018. Information on this report is used to determine the SY 2017-2018 weighted average price requirements.

Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2017-2018 Weighted Average Paid Price Requirements

A. SY 2017-18 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2018-2019 tool to determine the SY2018-2019 weighted average price requirements</i>	At or Above Equity
B. Optional Price ROUNDED DOWN to nearest 5 cents:	#VALUE!

Section 2: Amounts Carried Forward to SY 2018-2019

Select the SY 2017-2018 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2017-2018 average weighted price
Contribute Non-Federal sources for SY2017-2018
Both
At or above equity
Exemption Granted

SY 17-18 Split Calculator

SY 2017-2018 REPORT

SY 16-17 Price Calculator

Keep
Aver
Price
year

A green box titled *Enter the SY 2017-2018 average weighted paid lunch price here*. Enter you 2017-2018 average weighted price.

Section 2: Amounts Carried Forward to SY 2018-2019

Select the SY 2017-2018 method used to ensure sufficient funds are provided for
PAID Lunches

At or above equity

Enter the SY 2017-18 average weighted paid lunch price here:

Average Weighted Price Adjustments	
A. Remaining increase carried forward to SY 2018-19:	N/A

If you have only one paid student meal charge, enter this price as it will be for 2017-18. If you have multiple paid student meal charges but are at or above equity as determined by the PLE tool, use the SY 2016-2017 tab to determine the weighted average price to enter. If your paid student meal charges for SY 2017-18 will remain the same from SY 2016-17, follow the instructions as is on the page. If you plan to increase any or all of your paid student meal charges in SY 2017-18, use SY 2016-17 *Monthly # of Paid Lunches* figures and alter the respective *Paid Lunch Prices* to be charged in SY 2017-18 to determine your SY 2017-18 weighted average price. Enter this figure on the *Report* tab in the box titled *Enter the SY 2017-2018 average weighted paid lunch price here*.

SY 2016-2017 Weighted Average Price Calculator

Enter current prices and number of lunches sold at each price using
October 2016 data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

is the SY2016-17 Weighted Average Price

Enter this price in Step 1 in unrounded requirem

[Click to go back to SY 17-18 Non-Federal Calculator](#)

[Go to instructions](#)

te: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool calculating an incorrect new average price. Users should not modify the tool's current functionalit

SY 17-18 Split Calculator

SY 2017-2018 REPORT

SY 16-17 Price Calculator

SY 1C ...

Congratulations! You have completed the 2017-18 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. DPI staff will potentially request this information from you before your annual online contract is approved or during an Administrative Review, as part of the required five year record retention regulation.